

FCC SECURITY OPERATIONS CENTER CONTRACT PERSONNEL RECORD

THIS SECTION TO BE COMPLETED BY CONTRACTOR'S PROJECT MANAGER

1. Risk Designation (For SOC use only)		2. Contract Personnel Name 	3. Position Title
4. Secret or Top Security Clearance Required for Position? Yes _____ No _____			
5. Contractor Company Name 		6. Sub-Contractor Company Name (If Any) 	
7. New Contract Personnel <input type="checkbox"/>		Replacement <input type="checkbox"/>	Reassigned (date _____) <input type="checkbox"/>
8. If Replacement or Reassigned, Name of Person Who Vacated the Position [Reassignment may require new A-200]			

THIS SECTION TO BE COMPLETED BY CONTRACTING OFFICER or COTR

9. New Statement of Work? Yes _____ No _____ If YES, make sure SOC has received a copy.		10. Funding Source: <input type="checkbox"/> Auctions % OR <input type="checkbox"/> Appropriated	
11. Contract/Purchase Order Number(s)		12. Task Order Number	13. Date of Award
14. Task Description (Title of Contract or Statement of Work)			
15. Description of Duties and Estimated Length of Employment:			
16. ADP/Computer Access? _____ Yes _____ No If Yes, a copy of the completed, signed FCC Form A-200 must be on file with the SOC.			
COTR Name (Print)		COTR Signature	COTR Bureau
			Phone:
			Date:
Contracting Officer Name (Print)		Contracting Officer Signature	Phone:
			Date:

THIS SECTION TO BE COMPLETED BY CONTRACT PERSONNEL

17. FCC Location: (floor and nearest room #)				
18. I understand and certify that when my work on the above-referenced contract, or any subsequent FCC contract to which I am assigned, is finished, I shall return my security badge to the Security Operations Center.				
_____		_____		_____
Name (Print)		Signature		Date
In-Processing	_____	_____	Out-Processing	_____
	Initials	Date		Initials
				Date

OF 306 on File Yes____ No____

If No, Waiver required: SOC _____ CSO: _____

OF 306 on file: _____ Yes _____ No

If No, Waiver required:

SOC: _____ CSO: _____

INSTRUCTIONS ON COMPLETING FCC Form A-600 THE FCC CONTRACT PERSONNEL RECORD

The FCC has developed this form, A-600, the FCC Contract Personnel Record, to document certain necessary risk and sensitivity information for the FCC Security Operation Center.

The FCC Form A-600 has three sections; to be completed by the Contractor's Program or Project Manager, the Contracting Officer and/or (COTR), and the Contract Personnel.

Program Manager Section:

2. **Contractor Name:** This should be as it will appear on the ID badge
3. **Position Title:** Should be exact and include levels (i.e., I, II, III, IV), if applicable.
4. **Security Clearance Required for Position:** This confirms that a Secret or Top Secret access level is required for the position duties. Most contractor positions do not require this access level.
5. **Contractor Company Name:** Must be as it appears on the contract.
6. **Sub-Contractor Name:** If any, goes here.
7. **New/Replacement/Reassigned:** Check appropriate box.
8. **Name of Replaced Contractor Personnel:** (if any)
9. **New Statement of Work?** A copy must be forwarded to the SOC.
10. **Funding Source:** Indicate percent funded by Auctions, if any.
11. **Contract/Purchase Order Number(s):**
12. **Task Order Number:**
14. **Task Description:** May be the title of the contract or statement of work.
15. **Description of Duties:** This is very important. Please be brief and to the point.
16. **ADP/Computer Access:** Contract Personnel must have completed FCC Form A-200 before they can be granted access to the FCC network. A copy of the completed A-200 must be provided to the SOC. Their level of access will depend on the details of the task.

Contractor Personnel Section:

17. **FCC Location:** The physical location, if known, of the contractor personnel.
18. **Contractor Personnel Agreement to submit to Out-Processing:** Printed name and signature that the statement has been read; to be initialed and dated at the time of In-Processing.

The SOC will complete the remaining form in order to determine final placement. SOC will confer with the COTR and/or the Contractor's Program/Project Manager for assistance in completing the FCC Contractor Position Designation Justification form.

PRIVACY ACT STATEMENT

The Federal Communications Commission (FCC or Commission) is authorized to request this information under 5 U.S.C. Sections 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107. This form is for contract personnel working for the Commission. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System of Records Notice OPM/GOVT-1, General Personnel Records. The Commission may disclose this information under the following circumstances:

- (1) To the appropriate Federal, State, or local agency responsible for responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, when the FCC becomes aware of an indication of a violation or potential violation of a civil or criminal law or regulation.
- (2) To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), when necessary to obtain information relevant to an agency decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, grant, or other benefits.
- (3) To disclose to a Federal agency in the executive, legislative, or judicial branch of government, in response to its request, or at the initiative of the FCC, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefits by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision.
- (4) To provide information to a Congressional office from the record of an individual in response to an inquiry from that Congressional office made at the request of the individual.
- (5) To disclose to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, when the Government is a party to the judicial or administrative proceeding.
- (6) To the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which the Commission is authorized to appear when:
 - (a) The Commission, or any component thereof; or
 - (b) Any employee of the Commission in his or her official capacity; or
 - (c) Any employee of the Commission in his or her individual capacity where the Department of Justice or the Commission has agreed to represent the employee; or
 - (d) The United States, when the Commission determines that litigation is likely to affect the FCC or any of its components, is a party to litigation, or has an interest in such litigation, and the use of such records by the Department of Justice or the FCC is deemed by the Commission to be relevant and necessary to the litigation provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.
- (7) By the FCC or by the Office of Personnel Management (OPM) to locate individuals for personnel research or survey response, and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. When published statistics and studies do not contain individual identifiers, in some instances, the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.
- (8) To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

[The 4th page of the A-600 is left intentionally blank]